

REQUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division

Hall of Records Commission

SCHEDULE

NO. **C 313**

PAGE

NO. 1 of 2.

1. Requesting Agency

BALTIMORE COUNTY

2. Division or Bureau of Requesting Agency

OFFICE OF FINANCE - General Accounting

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1. TIME SHEETS AND TIME REPORTS - PUBLIC WORKS

Dates: 1950 to present
Size: 8 1/2 x 11 sheets or larger
Quantity: about 50 cu. ft.
File arrangement: By pay period then payroll number

A daily job distribution record is kept for each employee showing hours worked or absence due to sickness, vacation, holidays, leave of absence, authorized absence or absence without permission. These reports or sheets basically allocate direct time to capital jobs.

All sheets or reports show the name of the department, division or group; the employee's name and payroll number; the date and the period covered. Employee and supervisor signatures are needed for approval. Other data that may be required would include the fund, location, district, Job order number, Job type and Cost accounting number. Usually there is a square provided for each day of the week into which the number of hours worked or some symbol is placed. This form is used to distribute time to capital jobs according to the direct time each employee worked. The sheets are subject to audit. The copy which goes to the Finance office is the master copy and is kept in accordance with this schedule. All other copies (Continued)

W. D. Berland
County Auditor

Thomson
Public Works

Walter H. ...
Director, Office of Finance

For Baltimore County:
[Signature]
County Administrative Officer

7. Agency, Division or Bureau Representative

Thomas L. Burneth
Signature

Records Management Officer

Dec 1, 1967
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

DEC 26 1967

Date

Morris G. ...
Archivist

[Signature]
Secretary

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(Continuation Sheet)

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1.
continued

Baltimore County - Office of Finance - General Accounting

TIME SHEETS AND TIME REPORTS - Continued

are considered nonrecord material and may be destroyed when they
cease to have any useful value.

The following Bureaus or Divisions prepare these reports for the
Office of Finance:

General Surveying
Sewer Main Design
Water Main Design
Materials Testing Laboratory
Storm Drain Design
Streets, Roads and Bridges Design
Developer's Design
Rights of Ways
Utility Inspection
Highways Inspection

RECOMMENDATION: Keep the sheets or reports for five years after the
end of the fiscal year to which the sheet or report applies, or
until audited, whichever is later, then destroy.